

JOB DESCRIPTION

People & Payroll Administrator



JOB TITLE: People & Payroll Administrator	DURATION OF POST: Permanent
REPORTING TO: People Advisor	WORKING HOURS: 35 hours per week
DEPARTMENT: People	LOCATION: Pilmour House, St Andrews

Role Overview

The People & Payroll administrator will provide high quality, accurate and professional administrative expertise, supporting with recruitment, on-boarding, policies, processes, line manage and employee advice & guidance, people system administration, payroll and benefits.

Key Duties & Responsibilities

- Be the first point of contact for the People team, responding to, or directing requests, that we receive in person, by telephone, via email (shared and individual) and other written correspondence in a timely manner.
- Provide professional and confidential assistance across every aspect of the employee lifecycle from recruitment to exit, including people processes, payroll and benefits.
- Provide administrative support to the team, including: arranging meetings and minute taking, coordinating people team activities, sending and tracking correspondence, actioning payroll tasks.
- Maintain current and accurate information within our people systems and produce robust management information aligned to business needs.
- Support the timely and accurate processing of our payroll and the production of relevant people correspondence and contractual documents.
- Support recruitment, including; advertising vacancies, responding to queries; issuing offer paperwork and successful/talent bank/unsuccessful applicant correspondence.
- Support the people analytics by collating monthly data to support the people board report.
- Understand and follow Company policies to support our people. Advise managers and employees on processes and procedures.
- Recommend improvements to people systems, processes and procedures so we deliver high quality colleague experiences.
- Establish and maintain positive and collaborative relationships with colleagues, so we deliver great business performance through great people in line with our values: A team of teams, making the unique happen, with unforgettable experiences.

ST ANDREWS LINKS TRUST

Pilmour House, St Andrews, Fife, KY16 9SF, Scotland

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- Continual learning and development to enhance skills.
- Any other duties as required to fulfil the needs of the role.

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education and Qualifications	Highers or HND level certificate	CIPD level 3 within people profession or studying towards.	CV
Experience and Knowledge	12months' experience working within a people function or in a similar role. Experience of processing payroll and pension reporting.	Experience of People Systems.	CV and Interview
IT Literacy	Able to use MS Office, (especially Word, Excel Outlook) confidently and competently without direct supervision.		CV and Interview
Competencies and Skills	Maintain confidentiality with internal and external customers. Excellent attention to detail.		CV and Interview

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	<p>Highly developed organisational and communication skills.</p> <p>Able to work autonomously with minimal supervision and within a team.</p> <p>Able to build great working relationships internally and externally.</p>		
Other Attributes/Abilities	<p>Willing to learn and develop.</p> <p>Be inspiring And be brilliant at what you do.</p>		Interview

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

As one of our team, we always need you to:

Embody our St Andrews Links Values and Behaviours in all you do:

A team of teamsMaking the unique happen	...With unforgettable experiences
At SAL, everyone is made to feel part of the one team.	Caring for and adding to the renown, heritage and reputation of SAL is everyone's responsibility.	Ensuring that the ambitions of everyone in SAL's world are brought to life.

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<ul style="list-style-type: none"> • Show genuine care for one another • Trust in each other • Keep everyone included • Work together and continuously improve • Share – ideas, work and gratitude 	<ul style="list-style-type: none"> • Be passionate about the location • Appreciate the game • Respect our built and natural heritage • Act as custodians of the Links • Take on new ideas and ways of working 	<ul style="list-style-type: none"> • Apply quality in everything we do • Be proud of the memories we make • Learn and grow together • Work to exceed expectations • Share our success with others
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We also need you to

- Carry out your work in a safe manner and not endanger yourself or anyone else by your acts or omissions.
- Comply with the Home of Golf's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- Apply the Home of Golf's equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- Promote high levels of customer service in everything you do.
- Work towards continuous improvement, be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- Engage with our commitment to Environmental Sustainability in order to reduce our waste, energy consumption and carbon footprint.
- You may, with reasonable notice, be required to work within other areas of the Home of Golf.

Benefits

- All of our eligible team members are auto-enrolled into a pension scheme; with a team member contribution of 5%, we offer an enhanced and competitive employer contribution of 12%
- Links golf ticket for our team - We are home to seven unique golf courses: the Old Course, New, Jubilee, Strathtyrum, Eden, Balgove, and our newest addition, the Castle Course.
- Discount for our team in our shops, food and drink venues and the Golf Academy from day one of employment.
- Employee Assistance Programme to support wellbeing.
- Eligible for discretionary, non-contractual merit scheme.
- Eligible for the team's Travel to the Work Support Scheme which provides an allowance to contribute to the cost of travel to the workplace.
- Annual leave - Enhanced annual leave: 31 days per annum including public holidays on appointment increasing to 35 days after 4 years of continuous service.
- Free on-site parking.
- Recommend a friend to work with us and receive a £200 or £400 voucher to spend across The Links.
- Cycle to work scheme through salary exchange, enables you to purchase a bicycle and relevant equipment.
- Partner Benefits
- Uniform allowance where uniform is to be worn.

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This job description is a guide and indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list and duties may change from time to time, according to business needs.

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